

Elisha Ballard

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PROFILE:

- Detail-oriented: Pays close attention to all elements of a project, remains consistently efficient, able to spot errors and problem solve in the moment.
- Effective team player with strong interpersonal communication skills.
- Ability to multi-task and complete time sensitive projects.
- Highly motivated, ambitious candidate who thrives in a goal centered environment.

EDUCATION:

UNC Chapel Hill Coding Bootcamp | North Carolina (Nov 2022 - May 2023)

Certificate of Completion May 2023

Ball State University | Muncie, Indiana (Oct 2012- Jun 2014)

Coursework toward Bachelor of Science in Computer Information Systems

Work History:

Corporate and leisure reservation specialist (Aug 2022- present)
Self-employed 1099 contractor, PA.

- Accurately and promptly respond to client requests
- Navigate Limo Anywhere software
- Stay up to date with technologies such as FlightAware, FlightStats and Limo Anywhere software
- Demonstrate sense of urgency, adapt to changes and meet deadlines
- Multitask with multiple monitors to respond to clients, input reservations and personally dispatch transportation
- Stay up to date with corporate and leisure events such as weddings, concerts, sporting events, court trials, etc.
- Create and maintain spreadsheets
- Demonstrate the ability to work individually with little to no supervision, as well as collaborate and communicate with a team
- Excellent professionalism and communication skills
- Cultivate relationships and loyalty with clients

